16213 - CPAN-U4O36 - English for Professional Communication

Coordinating unit: 340 - EPSEVG - Escola Politècnica Superior d'Enginyeria de Vilanova i la Geltrú
Teaching unit: 736 - PE - Department of Engineering Design
Academic year: 2012
Degree: COMPUTER SOFTWARE ENGINEERING (Syllabus 1992). (Teaching unit Optative)
(ENG) ENGINYERIA EN AUTOMATICA I ELECTRONICA INDUSTRIAL (Syllabus 2003). (Teaching unit Compulsory)
(ENG) ENG.TÈCN.IND., ESP. EN MECÀNICA, PLA 95 (Syllabus 1995). (Teaching unit Optative)
Credits: 6

Learning objectives of the subject
## Content

### Theory

**Description:**

**Objetives**

This course aims to introduce the student in the world of oral and written communication in the proper scope of engineering professionals in the Electrical, Electronic and Industrial. Thus, the objectives of the course are to improve the language proficiency in English student and provide the resources needed for an effective oral and written communication in the professional environment. Specifically, will address the following areas: Techniques and strategies for professional communication both orally and in writing. Practice in understanding and speaking and writing in English, through the documents themselves of the engineer. Learning the conventions and rhetoric to business records own engineer. Practice in the oral presentation of information and documentation professional engineer. Introduction of student writing in collaborative projects.

**NIVELL PUTS OF THE SUBJECT ACCORDING TO THE COMMON EUROPEAN FRAME OF REFERENCE FOR THE LANGUAGES:**

C1 (experienced user domain functional cash)

**Contents**

**UNIT 1: EFFECTIVE TECHNICAL COMMUNICATION IN ENGLISH.**

1.1 Technical communication: definition and characteristics
1.2 Principles of technical communication
1.3 An introduction to the most common technical documents.

**UNIT 2: COMMUNICATION IN THE WORKPLACE: THE PLANNING STAGE.**

2.1 Main stages in the communication process: planning, outlining, drafting, revising
2.2 Elements to consider when planning a document: audience, purpose, tone, and style
2.3 The planning stage

Practicals 1 and 2: Designing a document: the plan sheet

**UNIT 3: WRITTEN COMMUNICATION.**

3.1 Writing: from the outline to the draft
3.2 Elements of text organization: the paragraph and the sentence
3.3 Revising the text: language and style

Practicals 3 and 4: Writing a text.

**UNIT 4: ORAL COMMUNICATION.**

4.1 Speech features of English: a few guidelines
4.2 Oral communication in the workplace: strategies and techniques
4.3 Practice in common communicative situations
4.4 Designing technical presentations

Practicals 5 and 6: Simulations

**COLLABORATIVE PROJECT: WRITING A DOCUMENT AND PRESENTING IT ORALLY**
Laboratory

**Description:**

Objectives
During these sessions students will put into practice the skills and strategies learnt through the different modules. Thus, the main objective of practical sessions is to enable students to develop different technical communication tasks, both in speech and writing, paying special attention to the principles and approaches reviewed in class. At the end of the practical sessions, students should:

Have acquired certain techniques and strategies for effective professional communication, both in speech and writing, have done extensive practice in understanding and producing technical texts (both in speech and writing) related to their field of engineering, have learnt about the conventions and the rhetoric of the most common professional documents in their field, have done extensive practice in presenting and discussing technical information orally, be familiar with the collaborative dimension of writing in the technical professions.

**CONTENTS**

Practical sessions 1 and 2: Students will devise a plan sheet, a document that should enable them to define and approach the technical communication task, whether it is a written document or an oral presentation. To develop the plan sheet, students will take into account the principles of technical communication reviewed in the first module.

Practical sessions 3 and 4: After doing module 3 (written communication), students will work on a technical document related to their field of study. These activities will require them to go through the different stages of the writing process (outlining, drafting, revising), paying attention to elements of language and style as well as to the rhetoric of the specific technical documents of the field.

Practical sessions 5 and 6: After working on module 4 (oral communication) students will take part in different simulations. They will have the opportunity to practise and develop a variety of skills and strategies for successful participation in communicative situations of their own field (meetings, presentations, technical descriptions, demos, etc.).

**PLANNING**

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<thead>
<tr>
<th>Activity</th>
<th>Description</th>
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<tr>
<td>Time</td>
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<tr>
<td>Practical session 1</td>
<td>Preparing for technical communication: the plan sheet (1)</td>
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<tr>
<td>Practical session 2</td>
<td>Preparing for technical communication: the plan sheet (2)</td>
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<td>Practical session 3</td>
<td>Writing a technical document</td>
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<td>Writing a technical document</td>
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<td>Practical session 5</td>
<td>Oral communication practice: Simulations</td>
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<td>2 hours</td>
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<tr>
<td>Practical session 6</td>
<td>Oral communication practice: Simulations</td>
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Course evaluation is as follows:
- 1st written test = 30% of the final mark.
- 2nd written test = 30% of the final mark.
- Collaborative Project = 30% of the final mark.
- Attendance and active participation in the classroom: 10% of the final mark.
Final mark: 30% + 30% + 30% + 10%

The final mark results from adding the four different percentages: 1st written test + 2nd written test + Collaborative Project + Attendance and active participation.

Bibliography